



**Position:** Hulbert Workshop and Weekend Program Host  
**Responsible to:** Hulbert Outdoor Center Director.  
**Level:** Residential / Weekend / Seasonal

### **Hulbert Host Overview:**

The Hulbert Host (HH) is the Hulbert staff member responsible for the efficient and appropriate management of weekend program participants and visitors to the Hulbert Outdoor Center. The HH assimilates information from the registrar and communicates with the program and support staff to ensure a safe and productive program for all.

### **The HH must uphold the following long-term goals of the Hulbert Outdoor Center:**

- As a service organization, we are committed to building long-standing exceptionally positive relationships with guests and to providing guests with customized programs that fit the group's needs.
- As a professional organization, we will provide a safe, appropriate, and educational environment.
- We are committed to positive relationships between groups visiting Hulbert at the same time.
- We are committed to positive relationships with other Hulbert programs and departments and with other organizations within the Aloha Foundation.
- We are committed to positive relationships with the town of Fairlee, with our neighbors on the lake, and with organizations and individuals who maintain, supervise, and live near the places we visit with students.

### **Overview of Hulbert Host Responsibilities**

The Hulbert Registrar will be responsible for gathering information and details from the time the group makes a reservation until the time the group arrives. This information will then be passed on to the HH. The Hulbert Host is then 100% responsible for organizing, overseeing, and managing the program from the time the group arrives until the group leaves. Below is a list of the responsibilities of the HH after receiving the information gathered by the Registrar.

### **The Hulbert Host Will:**

- Meet with the Registrar if at all possible to be briefed on the logistics of the weekend.
- Coordinate & Supervise all support staff as needed - program, housekeeping, kitchen
- Prepare staff for the program.
- Manage set-up of the facility prior to the program.
- Greet the program and conduct first-day meetings.
- Oversee the daily operation of the program.
- Maintain a positive relationship with group participants and staff including kitchen and maintenance.
- Manage any issues that arise in accordance with HOC emergency management protocol.
- Hand out participant evaluations and collect as soon as possible.
- Record HH notes and post program evaluation notes in the Hulbert database.
- Be on call overnight, handle situations as they arise in accordance with HOC protocols
- Coordinate with other Hulbert programs as necessary preprogram, post program, and during the program
- Support and help with pre-and post program facilities set up and cleaning.

**Qualifications:**

Available February 23, 2007 - through early June to work Friday, Saturday & Sunday from 25 to 35 hours most weekend.

**Strong oral presentation skills.**

Previous service industry experience.

Residential summer camping experience desirable.

Previous teambuilding, ropes course, and or program leadership experience desirable.

Bachelor's Degree desirable.

Working knowledge of Microsoft Office 2003

Current first aid training, Wilderness first aid or First responder preferred.

Current Drivers License a with clean driving record.

Able to lift up to 40 lbs.

**Compensation:**

Room and Board, \$10.00 per hour and \$15.00 for each On-call night.

**Application process:**

Please send cover letter, resume, and (3) names, phone numbers, and addresses (mail & e-mail) of three professional references to:

Andrew W. Williams Director.  
Hulbert Outdoor Center  
2968 Lake Morey Road  
Fairlee, Vermont 05045

Or by e-mail: [andy\\_williams@alohafoundation.org](mailto:andy_williams@alohafoundation.org)

**Please view our Web site:** <http://www.alohafoundation.org/hulbert>

**Application deadline: ASAP.**

The Aloha Foundation is an Equal Opportunity/Affirmative Action employer, strongly and actively committed to the creation of a diverse and inclusive community.